

# SILVERTON FIRE DISTRICT AGENDA

AGENDA CLOSSES AT 4:00 P.M., MONDAY, PRECEDING SCHEDULED MEETING.  
REGULAR BOARD MEETING, December 12, 2023 at 7:00 P.M.  
Silverton Station # 1

## Join Zoom Meeting:

<https://us02web.zoom.us/j/81308440282?pwd=RjhORGZERzVKaEtlMWRPSlowRExqQT09>

**Meeting ID:** 813 0844 0282

**Passcode:** 315674

**Dial in:** 1(253) 215-8782 US (Tacoma)

### **I. ROLL CALL:**

Les Von Flue, President

Stacy Palmer, Vice-President

Rob Mengucci, Secretary-Treasurer

Ryan Bielenberg, Director

Dixon Bledsoe, Director

### **II. CALL MEETING TO ORDER:**

### **III. PLEDGE OF ALLEGIANCE:**

### **IV. APPROVAL OF MINUTES OF:**

a) Regular Board Meeting of October 10, 2023

### **V. OPEN FORUM**

### **VI. OLD BUSINESS:**

a) Policy 201: Personnel (Out for review until 12/15/23)

b) Policy 301: Fixed Asset & Inventory Control (Out for review until 12/15/23)

c) Bank Authorization Letter (Revised)

### **VII. FINANCE OFFICER'S REPORT:**

a) Check Summary

b) Departmental Expense Report

c) Bank Account Balance Comparison

### **VIII. CHIEF'S REPORT:**

a) Monthly report

b) Christmas Dinner, December 20, 2023 6:00PM

c) Toy & Food Drive, December 17, 2023 6:00PM

### **IX. NEW BUSINESS:**

a) Review & Approve 24-25 Budget Calendar

b) Review & Approve 24-25 Budget Committee

c) Appoint 2024-2025 Budget Officer

b) Schedule Work Session

c) SDAO Conference

### **X. ITEMS PENDING:**

### **XI. ADJOURNMENT:**

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# SILVERTON FIRE DISTRICT

## MINUTES

***DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION***

REGULAR BOARD MEETING 7:00 P.M. November 14, 2023  
Silverton Fire District Station #1 (Silverton)

### **I. ROLL CALL:**

Les Von Flue, President  
Stacy Palmer, Vice President  
Robert Mengucci, Secretary-Treasurer (*via Zoom*)

Dixon Bledsoe, Director  
Ryan Bielenberg, Director

### **ABSENT:**

*All Directors present.*

### **IN ATTENDANCE:**

Chief Miles, Office Administrator (OA) Cantu, FF/EMT Miller, Lt. Training & Volunteer Coordinator Brown, FF Peterson, FF/EMT Hughes, AC Veit, BC Terhaar, BC Pilmore

### **II. CALL MEETING TO ORDER:**

President Von Flue called the meeting to order at 7:00 p.m. and led the group in the pledge of allegiance.

### **III. PLEDGE OF ALLEGIANCE**

### **VI. APPROVAL OF MINUTES:**

#### **a) Work Session Minutes**

Director Bledsoe made a motion to approve the minutes of the October 10, 2023 work session as written. Vice President Palmer seconded the motion. The motion carried unanimously.  
(*President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye*)

#### **b) Regular Board Meeting Minutes**

Vice President Palmer made a motion to approve the amended minutes of the October 10, 2023 board meeting. Director Bledsoe seconded the motion. The motion carried unanimously.  
(*President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye*)

### **VII. OPEN FORUM:**

*No announcements were given during open forum.*

### **VIII. OLD BUSINESS:**

#### **a) Review Changes Policy 201: Personnel**

President Von Flue shared recommended changes with the Board. Vice President Palmer requested a point of clarification regarding DMV checks. OA Cantu replied that DMV checks were done as standard practice on all potential volunteers and staff. Chief Miles added that candidates were entered into a DMV list serve that generated automatic activity reports until the candidate was no longer with the District. With no further discussion or questions, the Board approved changes to Policy 201 for 30-day review.

**b) Review Changes Policy 301: Fixed Asset & Inventory Control**

President Von Flue shared recommended changes with the Board. With no further discussion or questions, the Board approved changes to Policy 301 for 30-day review.

**IX. FINANCE OFFICER'S REPORT:**

**a) Check Summary**

**b) Departmental Expense Report**

**c) Bank Account Balance Comparison**

Director Bledsoe made motion to approve the finance officer's report as presented. Director Bielenberg seconded. The motion carried unanimously.

*(President Von Flue: Aye, Vice President Palmer: Aye, Secretary-Treasurer Mengucci: Aye, Director Bledsoe: Aye, Director Bielenberg: Aye)*

President Von Flue emphasized to the Directors the importance of honoring commitments to attend conferences funded by the District, urging them to make every effort to participate in the designated conferences they commit to.

**X. CHIEF'S REPORT**

**a) Accuity, LLC Audit Presentation**

OA Cantu introduced Kori Sarrett from Accuity, LLC, who provided a comprehensive financial report to the District. Mrs. Sarrett highlighted key points, including a \$1.5 million carryover in the general fund and \$750,000 in capital reserves. Mrs. Sarrett emphasized that the District maintained good internal controls in order to address the lack of segregation of duties. Mrs. Sarrett reassured the Directors that the District is compliant with laws and implemented improved controls for credit card receipts, ensuring timely submission from staff. Mrs. Sarrett complimented OA Cantu for maintaining organized and clean financial records and stated that their company uses Silverton as an example to other agencies when recommending what to do right in monthly reconciliation packets. Concerning the savings threshold, Vice President Palmer inquired about a recommended percentage of carryover that the District should save. Mrs. Sarrett referred to the Government Finance Officers Association, suggesting a guideline of 15% of the budgeted amount for carryover. However, she noted that typical recommendation for fire districts was often on a 5-6 months operational threshold. Director Bledsoe questioned whether having a \$2.5 million ending fund balance was a cause for concern on whether the District was being too conservative. Mrs. Sarrett highlighted the importance of such reserves for operational security. Lastly, Mrs. Sarrett acknowledged a contradiction in the letter to the Board within paragraphs 2 and 4 and would make the needed correction.

b) The Board did not have any questions or comments regarding the monthly Chiefs Report. Chief Miles shared that he attended an area fire chiefs meeting where local agencies convened to discuss collaborative efforts amidst budget challenges. While existing agreements were acknowledged, Chief Miles emphasized that, although Silverton Fire is not considering joining or combining with other agencies, there may be a possibility to coordinate purchasing efforts. Chief Miles shared that due to the recent passing of agency levies, he was



uncertain about future meetings. President Von Flue asked whether voters would need to approve new tax rates when two agencies combine. Chief Miles confirmed that it was indeed an option, resulting in the formation of a new district.

Vice President Palmer requested clarification on the District's billing practices for out-of-district services. Chief Miles confirmed that the District had pursued out-of-district billing at one time but mentioned challenges in pursuing recovery since the amounts were insignificant. Chief Miles shared that the District considered using a third-party service but it too had challenges after consulting with other agencies who used such service. President Von Flue shared that the previous Board collectively decided against pursuing recovery that resulted in collections due to public relation concerns and the complexities of retrieval.

Chief Miles expressed his appreciation with Lt. Brown for his tireless efforts with the upcoming Academy. Lt. Brown shared that the District had completed 9 interviews with 4 more scheduled; more applications were expected. Director Bielenberg inquired about the target number of volunteer recruitment and the maximum capacity for the District. Chief Miles responded, indicating 67-70 volunteers was the average the District had maintained and noted a consistent loss rotation of approximately 10 volunteers due to life changes. Chief Miles mentioned that the maximum threshold was approximately 80 volunteers when considering factors such as turnouts, benefits, uniforms, and training. Vice President Palmer questioned whether the District would consider back charges to volunteers if they didn't stay for a designated period of time. Chief Miles clarified that there was no such practice and that turnout gear and equipment was returned in those instances.

Chief Miles reviewed the public education event data with the board. Additionally, Chief Miles expressed immense pride in the abundance of training opportunities offered to volunteers and the proactive pursuit of certifications by volunteer members. Lt. Brown, stated that the training committee was committed to inclusion and actively sought feedback from volunteers with the overarching goal of providing training that enhanced services provided to community. Lt. Brown also noted that there were currently 10 individuals enrolled in the Emergency Medical Responder (EMR) course, which brought the District to 70% of volunteers certified at a higher level of EMS skill.

Chief Miles reported that OA Cantu was in the process of consolidating response data into a comprehensive presentation. OA Cantu stated that the presentation would focus on providing context on both emergent and non-emergent calls, response type, and response times. This compilation incorporated all mapping and data previously examined during the work session. Vice President Palmer inquired about the Standard of Coverage. Chief Miles emphasized the importance of community risk reduction and discussed the integration of data from the data generated by GIS. Chief Miles explained the existence of two types of Standard of Cover: one offering information about the District's current status, and the other delineating how and where the District would respond in accordance with NFPA standards.

Chief Miles reported that on November 1st, the District transitioned to MASA emergency transportation coverage which would extend ground, air, and hospital to hospital coverage to all members. OA Cantu stated that this new benefit would replace Woodburn Ambulance and Life Flight services. OA Cantu emphasized that MASA benefits provided coverage across the United States, and the month-to-month payment schedule allowed for greater flexibility when adding or deleting members from the group plan.

Director Bledsoe inquired about examining the bond cycle for the District. Chief Miles highlighted the district's unique position, currently having six years remaining on its current bond cycle and securing an exceptional interest rate for the 14-year bond. Chief Miles noted that presently, all apparatus and buildings were in good condition, however discussion within the next year should include potential apparatus and station needs. Chief Miles noted that

although current station locations appeared adequate based on the data, anticipated costs six years down the line would need to be heavily considered.

**XI. NEW BUSINESS:**

- a) Vice President Palmer agreed to complete Chief Miles' evaluation so that review could take place at the February work session. President Von Flue noted that part of that work session may include budget and staffing. OA Cantu encouraged the Board to notify Chief Miles if specific reports were preferred or if topics needed to be added to the work session agenda.

**XII. ITEMS PENDING:**

*No discussion of pending items at this meeting.*

**XIII. ADJOURNMENT:**

With no further business to come before the Board, the meeting was adjourned at 8:12 p.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_

President

Minutes recorded and prepared by Candace Cantu

# Accounts Payable

## Checks by Date - Detail by Check Date

User: Candace  
 Printed: 12/6/2023 11:32 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1000388	068535	911 SUPPLY INC	11/15/2023	
	INV-1-37510	( 1 ) NAME TAPE & PATCH INSTALL		30.17
	INV-1-37590	( 1 ) SHIRT, NAME TAPE & PATCH INSTALL		90.39
Total for Check Number 1000388:				120.56
1000389	6091910	AMAZON CAPITAL SERVICES	11/15/2023	
	16QP179947XR	CHAIR LEVER HANDLE		15.99
	16QP179947XR	(12) PAPER TABLE CLOTHS		32.89
	16QP179947XR	(2) 32" COMPUTER MONITOR		374.20
	16QP179947XR	256GB FLASH DRIVE		21.19
	16QP179947XR	(1) ERGONOMIC KEYBOARD		79.99
	16QP179947XR	PICTURE FRAME 3PK		21.99
	16QP179947XR	PHONE CASE		26.49
	16QP179947XR	FOAM FILTERS		11.39
	16QP179947XR	CRAFT PAPER 30"		29.98
	16QP179947XR	VACUUM FILTER		29.18
	16QP179947XR	32" COMPUTER MONITOR		187.10
	16QP179947XR	(10) REFLECTIVE SIGNS		194.10
	16QP179947XR	(2) WIRELESS KEYBOARD		69.98
	16QP179947XR	PUMICE STICKS		7.49
	16QP179947XR	CRAFT PAPER 18"		27.94
	16QP179947XR	MAGNETS		11.00
	16QP179947XR	STICKY NOTES		11.99
	16QP179947XR	FLASH DRIVE 10PK		29.67
	16QP179947XR	PHONE SCREEN PROTECTOR		15.86
	16QP179947XR	WATER FILTER		16.97
Total for Check Number 1000389:				1,215.39
1000390	002000 3374	ANNAS CONSULTANTS, INC. ANNUAL CALIBRATION & CO SENSOR SEI	11/15/2023	993.00
Total for Check Number 1000390:				993.00
1000391	6091909 A38038	BEST POTS, INC. STA. 8 WASTEWATER REPORT FEE	11/15/2023	75.00
Total for Check Number 1000391:				75.00
1000392	007150 85147092	BOUND TREE MEDICAL, LLC GLOVES, GLUCOSE TEST STRIPS, BANDAGE	11/15/2023	443.92
Total for Check Number 1000392:				443.92
1000393	6091912 SFD23-10	BRASS ROOTS TRAINING SOLUTIONS TRAINING CONSULT: OCT	11/15/2023	660.00
Total for Check Number 1000393:				660.00
1000394	010172	CARSON OIL COMPANY	11/15/2023	



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	4845	DISHWASHER UPSTAIR KITCHEN		749.00
	4845	DUCT TAPE		19.96
	7480	SHADOW BOX E. GRAMBUSCH		469.33
	7480	WIPERS 402		40.16
	8105	(1) UNIFORM PANT		73.11
	8105	ZOOM SUBSCRIPTION		15.99
	8105	QTR 3 941 REPORT		7.90
	8105	QTRLY NEWSLETTER DESIGN & TEMPLAT		210.34
	8105	COFFEE		89.94
	8105	INVITATIONS		89.16
	9817	(500) BULK UNIFORM PATCHES		910.00
			Total for Check Number 1000400:	3,516.88
1000401	033975	GRAINGER	11/15/2023	
	9871039948	TRASH BAGS, PAPER TOWELS, TOILET TIS		318.57
	9874807119	(10) FIRE HOOD		396.20
			Total for Check Number 1000401:	714.77
1000402	097300	HI-SCHOOL	11/15/2023	
	SILFIRED	WASHERS		6.78
	SILFIRED	FOAM GAP		6.99
	SILFIRED	ROOF CEMENT		53.97
	SILFIRED	PARTS FOR DISHWASHER		15.23
	SILFIRED	CLEANING SUPPLIES		7.99
	SILFIRED	ALL WEATHER ROOF CEMENT		25.98
	SILFIRED	MATERIALS FOR PUB ED		43.56
	SILFIRED	CLEANING SUPPLIES		10.98
	SILFIRED	CLEANING SUPPLIES		7.99
	SILFIRED	CLEANING SUPPLIES		15.98
			Total for Check Number 1000402:	195.45
1000403	6091967	MEDICAL AIR SERVICES ASSOCIATIO	11/15/2023	
	1685433	EMERG. TRANSPORT MEMBERSHIP: NOV		938.00
			Total for Check Number 1000403:	938.00
1000404	072925	METCOM 9-1-1	11/15/2023	
	2023242101	DISPATCH SERV. FEE FOR NOV		7,845.21
			Total for Check Number 1000404:	7,845.21
1000405	073800	NW NATURAL	11/15/2023	
	2980399	STAT. 1 SERVICE DATES 10/4-11/2		316.45
			Total for Check Number 1000405:	316.45
1000406	6091868	OREGON SEWER & DRAIN	11/15/2023	
	43974	(4) PORTABLE UNIT CLEANING		112.64
			Total for Check Number 1000406:	112.64
1000407	6091892	PACER PROPANE	11/15/2023	
	U023T058	PROPANE STA. 2		462.72
			Total for Check Number 1000407:	462.72
1000408	080480	PACIFIC REFLEX SIGNS	11/15/2023	
	205757	REFLECTIVE PLATE 402		30.38



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	707850	WEED KILLER STA. 1		119.99
	708433	RETIREMENT JACKET E. GRAMBUSCH		129.99
Total for Check Number 1000416:				249.98
1000417	232118 69219	WURDINGER MANUFACTURING & FA LID FOR 418	11/15/2023	519.40
Total for Check Number 1000417:				519.40
1000418	034015	ZIPLY FIBER	11/15/2023	
	10/25-11/2 STA2	503-873-5097-071291-5		74.80
	10/25-11/24 RL	503-001-0586-110204-5		27.30
	10/25-11/24 ST1	503-873-2805-070997-5		202.60
	10/25-11/24 ST3	503-873-3190-062193-5		67.32
	10/25-11/24 ST8	503-873-6215-090168-5		92.02
	10/25-11/24 ST9	503-873-5645-012395-5		67.32
Total for Check Number 1000418:				531.36
Total for 11/15/2023:				40,268.64
1000419	005320 102953	BIO-MED TESTING SERVICE INC. (2) PRE-EMPLOY BACKGRND CK	11/30/2023	90.00
Total for Check Number 1000419:				90.00
1000420	010172	CARSON OIL COMPANY	11/30/2023	
	CP00487885	FUEL FOR 482		133.80
	CP00487885	FUEL FOR 401		51.27
	CP00487885	FUEL FOR 421		27.28
	CP00487885	FUEL FOR 411		53.38
	CP00487885	FUEL FOR 432		44.44
	CP00487885	FUEL FOR 402		61.15
	CP00487885	FUEL FOR 402		59.06
	CP00487885	FUEL FOR 400		33.14
	CP00487885	FUEL FOR 432		362.94
	CP00487885	FUEL FOR 412		102.45
	CP00487885	FUEL FOR 423		93.14
	CP00487885	FUEL FOR 434		50.19
	CP00487885	FUEL FOR 413		24.79
Total for Check Number 1000420:				1,097.03
1000421	6091905	CORPORATE SECURITY SERVICES INC	11/30/2023	
	44064	(1 ) PRE-EMPLOY BACKGRND CK		63.50
	44065	(1 ) PRE-EMPLOY BACKGRND CK		63.50
	44066	(1 ) PRE-EMPLOY BACKGRND CK		63.50
	44067	(1 ) PRE-EMPLOY BACKGRND CK		63.50
	44071	(1 ) PRE-EMPLOY BACKGRND CK		63.50
Total for Check Number 1000421:				317.50
1000422	033975	GRAINGER	11/30/2023	
	9889549359	(19) PAIRS INSULATED FF BOOTS		3,200.36
	9889700101	(3) PAIRS INSULATED FF BOOTS		505.32
	9889700119	(3) PAIRS INSULATED FF BOOTS		505.32
	9889723871	(3) PAIRS INSULATED FF BOOTS		505.32

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 1000422:	4,716.32
1000423	035075	HRA VEBA TRUST	11/30/2023	
	1	YA462 HRA/VEBA: NOV	PR Batch 00002.11.2023 YA4	1,400.00
	2	YA462 HRA/VEBA: NOV	PR Batch 00002.11.2023 YA4	200.00
			Total for Check Number 1000423:	1,600.00
1000424	055500 766504	L.N.CURTIS & SONS (17) CAIRNS HELMETS	11/30/2023	5,795.00
			Total for Check Number 1000424:	5,795.00
1000425	058000 23000578463	LES SCHWAB TIRE CENTER (4) TIRES C482	11/30/2023	1,705.12
			Total for Check Number 1000425:	1,705.12
1000426	091893 IN0883105 IN0883105 IN0883105	LIFEMAP ASSURANCE CO. AD&D/LIFE INS. EMPLOYER CONTIB: DEC AD&D/LIFE INS. EMPLOYER CONTIB: DEC LIFEMAP: EMPLOYEE CONTRIB.: DEC	11/30/2023 PR Batch 00002.11.2023 AD2 PR Batch 00002.11.2023 AD2 PR Batch 00002.11.2023 LIFI	50.40 3.10 43.75
			Total for Check Number 1000426:	97.25
1000427	6091967 1690804	MEDICAL AIR SERVICES ASSOCIATIO EMERG. TRANSPORT MEMBERSHIP: DEC	11/30/2023	938.00
			Total for Check Number 1000427:	938.00
1000428	6091901 808935	PACIFIC OFFICE AUTOMATION (SALE DOCUMENT PRINTS 10/7-11/07	11/30/2023	163.09
			Total for Check Number 1000428:	163.09
1000429	6091896 5027596457	PACIFIC OFFICE AUTOMATION INC COPIER LEASE 12/1-12/31	11/30/2023	179.01
			Total for Check Number 1000429:	179.01
1000430	6091926 377326 377388 377389 377419	PYRAMID FILMS CORP 16 BASIC LIFE CPR CARDS 5 INSTRUCTOR REAUTHORIZATION FEE 2 INSTRUCTOR REAUTHORIZATION FEE 75 HSI BASIC LIFE CPR CARDS	11/30/2023	116.00 40.00 30.00 543.75
			Total for Check Number 1000430:	729.75
1000431	6091891 717774	RICKMAR ENTERPRISES INC PEST CONTROL SERVICE NOV	11/30/2023	145.00
			Total for Check Number 1000431:	145.00
1000432	6091968 1	RYAN BIELENBERG MILEAGE/MEAL REIMB. OFDDA CONF.	11/30/2023	165.34
			Total for Check Number 1000432:	165.34
1000433	098720 03-0052823 03-0052823 03-0052823	SDIS LTD: EMPLOYER CONTRIB. DEC LTD: EMPLOYER CONTRIB.: DEC MEDICAL: EMPLOYEE CONTRIB.: DEC	11/30/2023 PR Batch 00002.11.2023 LTD PR Batch 00002.11.2023 LTD PR Batch 00002.11.2023 MEI	28.70 200.90 78.67



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	03-0052823	MEDICAL: EMPLOYER CONTRIB.: DEC	PR Batch 00002.11.2023 MEI	708.02
	03-0052823	MEDICAL: EMPLOYER CONTRIB.: DEC	PR Batch 00002.11.2023 MEI	11,384.96
	03-0052823	MEDICAL: EMPLOYEE CONTRIB. DEC	PR Batch 00002.11.2023 MEI	1,265.00
Total for Check Number 1000433:				13,666.25
1000434	096976	SILVER CREEK AUTO PARTS, INC.	11/30/2023	
	21570	BATTERY L408		597.92
	21570	FUEL LINE HOSE, FILTER		8.93
	21570	BATTERY L408		298.96
	21570	TURN SIGNAL 402		53.62
	21570	PREMIX STOCK		124.22
	21570	MERCHANDISE RETURN		-37.27
	21570	OIL 482		50.79
	21570	OIL DRAIN PLUG 421		7.94
	21570	OIL FILTER 421		81.43
Total for Check Number 1000434:				1,186.54
1000435	190604	STAYTON FIRE DISTRICT	11/30/2023	
	23-484	ESO MANAGEMENT SYSTEM RENEWAL 2:		8,715.56
Total for Check Number 1000435:				8,715.56
1000436	027039	SUN LIFE FINANCIAL	11/30/2023	
	930943	930943 LIFE INS. PREMIUM: DEC		468.86
Total for Check Number 1000436:				468.86
1000437	211619	UPS	11/30/2023	
	000016A6X1251	SHIPPING ON AUTO PULSE WARRANTY		42.16
Total for Check Number 1000437:				42.16
1000438	6091829	WAVE	11/30/2023	
	11/12-12/11	056639301-0008873 CONV. BOX		102.75
Total for Check Number 1000438:				102.75
Total for 11/30/2023:				41,920.53
Report Total (51 checks):				82,189.17

# General Ledger

## Expense vs Budget with Encumbrances

User: Candace  
 Printed: 12/6/2023 11:31:45 PM  
 Period 01 - 05  
 Fiscal Year 2024

Account Number	Description	Budget	End Bal	Available	% Available
25-1-51001	PERSONNEL	\$ 740,524.00	\$ 273,034.08	\$ 467,489.92	63.13%
25-1-51002	EXTRA PERSONNEL	\$ -	\$ -	\$ -	0.00%
25-1-51003	WORKERS COMP COVERAGE	\$ 28,000.00	\$ 8,584.86	\$ 19,415.14	69.34%
25-1-51004	SOCIAL SECURITY	\$ 72,000.00	\$ 28,391.18	\$ 43,608.82	60.57%
25-1-51005	GROUP HEALTH INSURANCE	\$ 206,628.00	\$ 67,729.24	\$ 138,898.76	67.22%
25-1-51006	GROUP LIFE INSURANCE	\$ 22,000.00	\$ 6,565.80	\$ 15,434.20	70.16%
25-1-51007	PERS	\$ 267,466.00	\$ 97,768.23	\$ 169,697.77	63.45%
25-1-51008	UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ 31.01	\$ 1,168.99	97.42%
25-1-51009	OVERTIME	\$ 75,000.00	\$ 46,984.87	\$ 28,015.13	37.35%
25-1-51010	VOLUNTEERS	\$ 85,000.00	\$ 51,103.57	\$ 33,896.43	39.88%
25-1-51012	MEDICAL SAVINGS PLAN	\$ 35,200.00	\$ 6,800.00	\$ 28,400.00	80.68%
25-1-51013	DIRECTORS EXPENSES	\$ 500.00	\$ -	\$ 500.00	100.00%
<b>PAYROLL RELATED EXP</b>		<b>\$ 1,533,518.00</b>	<b>\$ 586,992.84</b>	<b>\$ 946,525.16</b>	<b>61.72%</b>
25-1-61001	OFFICE SUPPLIES	\$ 3,500.00	\$ 805.50	\$ 2,694.50	76.99%
25-1-61002	DUES AND SUBSCRIPTIONS	\$ 8,500.00	\$ 4,687.00	\$ 3,813.00	44.86%
25-1-61003	CONTRACT SERVICES	\$ 28,000.00	\$ 29,098.54	\$ (1,098.54)	-3.92%
25-1-61004	TELEPHONE	\$ 20,000.00	\$ 6,096.84	\$ 13,903.16	69.52%
25-1-61005	POSTAGE AND FREIGHT	\$ 2,500.00	\$ 178.12	\$ 2,321.88	92.88%
25-1-61006	UTILITIES	\$ 42,000.00	\$ 14,484.91	\$ 27,515.09	65.51%
25-1-61007	ELECTION EXPENSES	\$ 4,500.00	\$ 7,174.39	\$ (2,674.39)	-59.43%
25-1-61008	BUILDING MAINT./JANITORIAL	\$ 25,000.00	\$ 9,439.49	\$ 15,560.51	62.24%
25-1-61009	LGIP FEES	\$ 50.00	\$ 0.10	\$ 49.90	99.80%
25-1-61011	ANNUAL AUDIT	\$ 9,500.00	\$ 8,250.00	\$ 1,250.00	13.16%
25-1-61012	EMPLOYEE RECOGNITION	\$ 3,500.00	\$ 990.43	\$ 2,509.57	71.70%
25-1-61013	RECRUITING EXPENSE	\$ 2,500.00	\$ 987.21	\$ 1,512.79	60.51%
25-1-61014	TRAINING SUPPLIES	\$ 2,000.00	\$ 251.48	\$ 1,748.52	87.43%
25-1-61015	TRAINING EXPENSE	\$ 75,000.00	\$ 23,293.24	\$ 51,706.76	68.94%
25-1-61016	CONFERENCE EXPENSE	\$ 5,000.00	\$ 1,225.00	\$ 3,775.00	75.50%
25-1-61017	SHOP EXPENSE	\$ 3,500.00	\$ 396.05	\$ 3,103.95	88.68%
25-1-61018	EMS SUPPLIES	\$ 7,000.00	\$ 614.90	\$ 6,385.10	91.22%
25-1-61019	INSURANCE	\$ 68,000.00	\$ -	\$ 68,000.00	100.00%
25-1-61020	CIVIL SERVICE	\$ 5,500.00	\$ 2,630.16	\$ 2,869.84	52.18%
25-1-61021	TRAVEL EXPENSE	\$ 2,500.00	\$ 195.24	\$ 2,304.76	92.19%
25-1-61022	EQUIPMENT MAINTENANCE	\$ 7,500.00	\$ 3,919.55	\$ 3,580.45	47.74%
25-1-61023	UNIFORM ALLOWANCE	\$ 10,000.00	\$ 3,735.58	\$ 6,264.42	62.64%
25-1-61024	FUELS AND LUBRICANTS	\$ 40,000.00	\$ 21,024.51	\$ 18,975.49	47.44%
25-1-61025	RURAL ADDRESSING	\$ 650.00	\$ 194.10	\$ 455.90	70.14%
25-1-61026	RADIO MAINTENANCE	\$ 6,500.00	\$ 3,600.32	\$ 2,899.68	44.61%
25-1-61027	COMPUTER MAINTENANCE	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%
25-1-61031	LEGAL SERVICES	\$ 10,000.00	\$ 702.00	\$ 9,298.00	92.98%
25-1-61032	FIREFIGHTING CHEMICALS	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61033	APPLIANCES	\$ 2,500.00	\$ 770.88	\$ 1,729.12	69.16%
25-1-61037	ADMINISTRATION SERVICES	\$ 35,000.00	\$ 6,026.06	\$ 28,973.94	82.78%
25-1-61042	SAFETY/PROTECTIVE CLOTHING	\$ 6,500.00	\$ 1,110.31	\$ 5,389.69	82.92%
25-1-61044	SMALL TOOLS AND EQUIPMENT	\$ 7,500.00	\$ 1,109.69	\$ 6,390.31	85.20%

Account Number	Description	Budget	End Bal	Available	% Available
25-1-61045	HAZMAT SUPPLIES	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61050	DISPATCH SERVICES	\$ 94,143.00	\$ 39,226.05	\$ 54,916.95	58.33%
25-1-61055	MEDICAL MEMBERSHIPS	\$ -	\$ -	\$ -	0.00%
25-1-61056	HEALTH AND WELFARE	\$ 14,000.00	\$ 3,542.82	\$ 10,457.18	74.69%
25-1-61057	VEHICLE MAINTENANCE	\$ 40,000.00	\$ 28,438.75	\$ 11,561.25	28.90%
25-1-61060	MAJOR FIRE LOSS EXPENSE	\$ 500.00	\$ 258.52	\$ 241.48	48.30%
25-1-61063	GRANT EXPENDITURES	\$ 155,000.00	\$ 2,337.75	\$ 152,662.25	98.49%
25-1-61064	EQUIPMENT TESTING	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%
25-1-61065	SCBA MAINTENANCE	\$ 3,500.00	\$ 1,065.40	\$ 2,434.60	69.56%
25-1-61066	INVESTIGATIONS	\$ 500.00	\$ -	\$ 500.00	100.00%
25-1-61070	CONFLAGRATION EXPENSES	\$ 1,500.00	\$ 23.30	\$ 1,476.70	98.45%
25-1-61092	FIRE PREVENTION SUPPLIES	\$ 1,500.00	\$ 664.86	\$ 835.14	55.68%
25-1-61093	FIRE PREVENTION	\$ 1,500.00	\$ -	\$ 1,500.00	100.00%
25-1-61094	HEALTH/MEDICAL	\$ 15,000.00	\$ 270.00	\$ 14,730.00	98.20%
25-1-61095	PROTECTIVE EQUIP MAINT	\$ 4,000.00	\$ 508.60	\$ 3,491.40	87.29%
<b>MATL SUPP &amp; EXP</b>		<b>\$ 807,343.00</b>	<b>\$ 229,327.65</b>	<b>\$ 578,015.35</b>	<b>71.59%</b>
25-1-71001	PROPERTY IMPROVEMENTS MAJOR	\$ 20,000.00	\$ -	\$ 20,000.00	100.00%
25-1-71002	PROTECTIVE EQUIPMENT	\$ 50,000.00	\$ 12,859.91	\$ 37,140.09	74.28%
25-1-71003	MAJOR EQUIPMENT	\$ 10,000.00	\$ 1,421.17	\$ 8,578.83	85.79%
25-1-71004	COMMUNICATION EQUIPMENT	\$ 8,500.00	\$ 2,071.08	\$ 6,428.92	75.63%
25-1-71010	EQUIPMENT REPLACEMENT	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%
25-1-71015	HOSE REPLACEMENT	\$ 6,500.00	\$ -	\$ 6,500.00	100.00%
25-1-71138	COMPUTER EXPENSE	\$ 15,000.00	\$ 2,536.10	\$ 12,463.90	83.09%
25-1-71139	TRAINING EQUIPMENT	\$ 12,000.00	\$ -	\$ 12,000.00	100.00%
<b>CAPITAL OUTLAY</b>		<b>\$ 127,000.00</b>	<b>\$ 18,888.26</b>	<b>\$ 108,111.74</b>	<b>85.13%</b>
25-1-90001	CONTINGENCIES	\$ 100,000.00	\$ -	\$ 100,000.00	100.00%
<b>CONTINGENCY</b>		<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ 100,000.00</b>	<b>100.00%</b>
25-5-92006	ENDING FUND BALANCE	\$ 725,000.00	\$ -	\$ 725,000.00	100.00%
<b>UNAPPROPRIATED</b>		<b>\$ 725,000.00</b>	<b>\$ -</b>	<b>\$ 725,000.00</b>	<b>100.00%</b>
25-1-91025	TRANSFER OUT (FUND 24)	\$ 14,000.00	\$ -	\$ 14,000.00	100.00%
25-1-91026	TRANSFER OUT (FUND 29)	\$ 100,000.00	\$ -	\$ 100,000.00	100.00%
25-1-91027	TRANSFER OUT (FUND 31)	\$ 45,000.00	\$ -	\$ 45,000.00	100.00%
<b>TRANSFER OUT</b>		<b>\$ 159,000.00</b>	<b>\$ -</b>	<b>\$ 159,000.00</b>	<b>100.00%</b>
25-1-93001	LEASE PRINCIPAL	\$ -	\$ -	\$ -	0.00%
25-1-93002	LEASE INTEREST	\$ -	\$ -	\$ -	0.00%
<b>DEBT SERVICE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Expense Total</b>		<b>\$ 3,451,861.00</b>	<b>\$ 835,208.75</b>	<b>\$ 2,616,652.25</b>	<b>75.80%</b>

## BANK ACCOUNT BALANCE COMPARISON

<u>September 30, 2022</u>		<u>September 30, 2023</u>	
Columbia Bank Checking	\$ 344,575.24	Columbia Bank Checking	\$ 210,594.79
Columbia Bank MM	\$ 280,839.37	Columbia Bank MM	\$ 428,289.75
Local Gov't Pool	\$ 1,587,115.49	Local Gov't Pool	\$ 1,844,971.64
<b>Sub Total</b>	<b>\$ 2,212,530.10</b>	<b>Sub Total</b>	<b>\$ 2,483,856.18</b>
<b><i>OPERATING BUDGET AHEAD \$271,326.08</i></b>			

<u>October 31, 2022</u>		<u>October 31, 2023</u>	
Columbia Bank Checking	\$ 184,592.50	Columbia Bank Checking	\$ 279,595.67
Columbia Bank MM	\$ 282,923.65	Columbia Bank MM	\$ 270,068.27
Local Gov't Pool	\$ 1,592,719.81	Local Gov't Pool	\$ 1,855,202.06
<b>Sub Total</b>	<b>\$ 2,060,235.96</b>	<b>Sub Total</b>	<b>\$ 2,404,866.00</b>
<b><i>OPERATING BUDGET AHEAD \$344,630.04</i></b>			

<u>November 30, 2022</u>		<u>November 30, 2023</u>	
Columbia Bank Checking	\$ 508,573.81	Columbia Bank Checking	\$ 583,950.76
Columbia Bank MM	\$ 446,432.85	Columbia Bank MM	\$ 270,357.75
Local Gov't Pool	\$ 2,645,562.85	Local Gov't Pool	\$ 2,944,162.08
<b>Sub Total</b>	<b>\$ 3,600,569.51</b>	<b>Sub Total</b>	<b>\$ 3,798,470.59</b>
<b><i>OPERATING BUDGET AHEAD \$197,901.08</i></b>			

# Silverton Fire District Board of Directors Meeting Fire Chief Report

*Submitted by: Bill Miles, Fire Chief*

## **December 12, 2023**

### **Current Projects:**

- Continue work with ESO tech support, verify past records archive, Assets/Inventory, hydrants, Properties, and Inspections, modules for configuration.
- Continue training on ESO Insights reporting module.
- Reviewed and commented on fire code and water supply and access for 2 new residential dwellings over 3600 sq ft in Marion County.
- Review 3 land use decisions for Marion County.
- Comments to City of Silverton Planning Department on fire access requirements for an ADU

### **Meetings/Activities:**

- Chamber/City Christmas tree lighting-Dec 1
- Food & Toy Pickup-Dec 2 &3
- Staff Delivered Approximately 6500 lbs food to SACA Dec. 4
- North Chief's Meeting 1st Tuesday of the Month. Dec. 5- Silverton Fire
- EMAC Meeting-Nov 21st
- Rotary meeting November 27<sup>th</sup>
- Meeting with Insurance agent regarding Property & Liability Insurance renewal
- Attend a pre-application conference with City of Silverton regarding proposed warehouse project in the industrial park.

### **Staffing/Volunteer Changes-Updates:**

- Currently have 70 Volunteers and 9 career staff on the roster.
- Currently have 5 RV's (Resident Volunteers).
- 11 combat (5xSt1, 4xSt2, 2xSt3(1 could be 1 or 3))
- 3 Support Services (1 of these for Tender Driver)
- 2 TPE's for N. Battalion (St 3, St 8/9)
- 4 Members certified as Haz-mat IC as a result of class on Dec.

### **Trainings-Held/Attended:**

- Attend Weekly EMS & Fire training.
- Attended 2022 Oregon Fire Code Update Class-OSFM-November 15<sup>th</sup>
- 9 current members now certified as EMR's from Class that started November 4<sup>th</sup>
- Now have IFSTA Essentials 7<sup>th</sup> Edition curriculum in Target Solutions
- Annual Mandatory Training in the final weeks, almost completed.

### **Other Activities/Topics of Interest:**

- Used 20 hours vacation and holiday time.
- Continue working on draft of standard of cover document, integrate station location and response time analysis maps.
- Continue work on compiling 3-year response data, call types, travel times, and station distribution reports from GIS contractor.
- Continue talks with City of Woodburn IT department about providing IT services for the Fire District. Waiting to hear back on proposal and an IGA with the City of Woodburn.
- Assist City of Silverton with water flow and capacity test November 28<sup>th</sup>
- Fire Hose demo at Chemeketa Community College-Brooks Fire Training Center Nov. 29
- E-One/REV Group Electric Fire Truck Demo-Salem Fire Dec. 8<sup>th</sup>
- Review job duties with staff and redistribute tasks.
- Staff schedule configuration and creation.

### **Snapshot:**

During the month of November:

#### **PUBLIC APPEARANCE**

- Chamber/City Christmas tree lighting-Dec 1
- Food & Toy Pickup-Dec 2 &3
- Food delivery to SACA Dec. 4

6- Smoke detector installation/maintenance visits

1-Rural Address Install

23,872 WEBSITE VISITS for month of November

November 2023 Calls- 99 16 % decrease over last year

November 2022 Calls- 118

Calls YTD 2023 1,106 (Jan-Nov) 2.8 % increase over 2022

Calls YTD 2022 1,075 (Jan-Nov)



# MELE KALIKIMAKA

PLEASE JOIN US FOR A MERRY GOOD TIME!

DATE: WEDNESDAY, DECEMBER 20TH

6:00PM - 8:00PM

MAIN STATION  
SILVERTON



PLEASE BRING YOUR  
FAVORITE DESSERT TO  
SHARE!





# SILVERTOWN FIRE DISTRICT

## 2024 – 2025

### BUDGET CALENDAR

*Proposed December 12, 2023*

<b>Appoint Budget Officer</b>	<b>*December 12, 2023</b>
<b>Appoint Budget Committee</b>	<b>*December 12, 2023</b>
<b>Approve 2024-2025 Budget Calendar</b>	<b>*December 12, 2023</b>
<b>Publish Notice of Budget Committee Meeting</b> <i>(5 to 30 days before the meeting: April 17<sup>th</sup> at 4pm)</i>	<b>April 24, 2024</b>
<b>Budget Committee Meeting</b>	<b>May 14, 2024</b>
<b>Budget Committee Meeting</b> <i>(If necessary)</i>	<b>May 16, 2024</b>
<b>Publish Notice of Budget Hearing &amp; Summary</b> <i>(5 to 30 days before the hearing: May 17<sup>th</sup> at 4pm)</i>	<b>May 22, 2024</b>
<b>Hold Public Budget Hearing &amp; Adopt Budget</b>	<b>*June 11, 2024</b>
<b>Enact Resolutions</b> <i>Adopt budget &amp; make appropriations Impose &amp; categorize taxes</i>	<b>*June 11, 2024</b>
<b>Submit Tax Certification to Assessor(s)/Clerk(s) Office</b> <i>(All 2024-2025 Budget &amp; Resolutions)</i>	<b>July 8, 2024</b>

**\* Denotes days of regular Board of Director meetings**

**Publishing Dates:** April 17<sup>th</sup> for April 24<sup>th</sup> Notice of Budget Committee Meeting  
*(Publish once in paper & on website at least 10 days prior per change in ORS 294.401(5))*

May 17<sup>th</sup> for May 22<sup>nd</sup> Notice of Hearing & Summary





**SILVERTON FIRE DISTRICT**  
**2024 – 2025**  
**BUDGET COMMITTEE**

**ELECTED**

**Robert Mengucci**.....06/30/2027  
**Stacy Palmer**.....06/30/2027  
**Dixon Bledsoe**.....06/30/2025  
**Ryan Bielenberg**.....06/30/2025  
**Les Von Flue**.....06/30/2025

**TERM EXPIRES**

**John Debo**..... 6/30/2025  
**Fred Bridgehouse**.. 6/30/2024  
**Nick Robinson**..... 6/30/2024  
**Gordy Jensen**..... 6/30/2025  
**Greta Ossman**..... 6/30/2025

**Budget Officer** ..... **William Miles, Fire Chief**

**Staff**..... **Keith Veit, Assistant Chief**

**Candace Cantu, Office Administrator**

**Ian Peterson, Maintenance Firefighter**

**Max Hughes, Firefighter/EMT**

**Kyle Miller, Firefighter/EMT**

**Dan Brown, Lt. Training & Volunteer Coordinator**

**River Savage, Firefighter/EMT**

# SILVERTON FIRE DISTRICT BOARD WORK SESSION AGENDA

### ##, 2024 at #:## \_M  
Silverton Station # 1,  
819 Railway Ave NE, Silverton, OR., 97381

*This meeting will be in person with a virtual option.  
No formal action will take place during this workshop.  
A subject summary and action, if any, shall be presented during the  
### ##, 2024 Regular Board of Director's meeting*

## **Join Zoom Meeting:**

<https://us02web.zoom.us/j/81165453809?pwd=RDQrQnE4SitQaVdmcHNmVlpVUGZZZz09>

**Meeting ID:** 811 6545 3809

**Passcode:** 338922

**Dial in:** 1(253) 215-8782 US (Tacoma)

## **I. ROLL CALL:**

**Les Von Flue, President  
Stacy Palmer, Vice-President  
Rob Mengucci, Secretary/Treasurer**

**Ryan Bielenberg, Director  
Dixon Bledsoe, Director**

## **II. CALL TO ORDER**

## **III. DISCUSSION:**

- 3.1 Budget Review Presentation
- 3.2 Revenue Projection
- 3.3 Staffing
- 3.4 Strategic Plan Progress Discussion
- 3.5

## **IV. ADJOURNMENT:**





# 2024 SDAO ANNUAL CONFERENCE

*FEBRUARY 9-11 | SEASIDE, OREGON*

*PRE-CONFERENCE: FEBRUARY 8*



*REGISTER NOW!*  
<https://cvent.me/XRYXZr>



## YOUR OFFICIAL INVITATION TO JOIN US

It's time to register for the **2024 SDAO Annual Conference** at the beautiful Seaside Civic and Convention Center in Seaside, Oregon!

Our annual conference is the can't-miss event of the year for special district representatives. Whether you are a board member, manager, staff person, volunteer – or someone who works with special districts, we have something for you. From 20 educational sessions and multiple opportunities for interacting with colleagues through business meetings, caucus meetings, networking receptions and more, you will want to be sure to join us from February 9th - February 11th.

## REGISTRATION RATES

*Thank you to our sponsors who continue to help us keep the conference affordable for members! We have been able to keep the same rates for over ten years with your generosity.*

- **Pre-Conference:** \$85 Full Day, \$50 Half-Day
- **One Day Only (Friday or Saturday):** \$140
- **Full Conference (Thursday Evening-Sunday Morning):** \$230

## HOW TO REGISTER

Registration is now open and available online through our conference registration website.

Please visit <https://cvent.me/XRYXZr> to register and for more information including session descriptions, speaker information, and more. Limited onsite spots are available so we encourage you to register soon.

Please contact **SDAO Member Services at 800-285-5461** or [memberservices@sdao.com](mailto:memberservices@sdao.com) with any questions or concerns.

## GUEST MEAL RATES

If you would like to bring a guest to conference meals only (guests that would like to attend sessions will need to register for the conference as an attendee), please see below for meal prices:

- Friday Breakfast: \$23.50
- Friday Lunch: \$29.50
- Saturday Breakfast: \$23.50
- Saturday Lunch: \$29.50
- Saturday Awards Banquet and Entertainment: \$50 (includes entertainment and two drink tickets)
- Sunday Breakfast: \$23.50



## SCOTT ANDERSON: ILLUSIONIST

Filled with extraordinary magic, hilarious comedy, tons of audience participation, and impossible illusions, your amazement is guaranteed! The performances you will see are one of a kind as they are all based upon his own life. Best of all, this is for all ages. The illusion show is a combination of classic and modern illusion. You will see some of the latest mind-boggling effects as well as illusions inspired by the likes of Harry Houdini.

## HOTEL INFORMATION

### Best Western Plus Ocean View Resort | 414 N Prom

Rates range from \$110-270/night + tax

Book by Phone: 800-234-8439 and press "0".

Book Online: <https://tinyurl.com/4j2rxjpy>.

### Rivertide Suites | 102 N Holladay

Rates range from \$139-229/night + tax

Book by Phone: 877-871-8433

### Inn at Seaside | 441 2nd Ave

WED - THURS rates range: \$84-118/night + tax

FRI - SAT rates range: \$140-180/night + tax

Book by Phone: 503-738-9581

### Holiday Inn Express & Suites | 34 N Holladay Dr

WED - THURS rate: \$140/night + tax

FRI - SAT rates: \$170/night + tax

Book by Phone: 503-717-8000



## BOARD MEMBER ELECTIONS

### FIRE

*Ben Stange, Polk County Fire District #1*

### IRRIGATION

*Brent Stevenson, Santiam Water Control District*

### SANITARY

*Nick Bakke, Rogue Valley Sewer Services*

### AT-LARGE (TRUE)

*Meg Spencer, Siuslaw Public Library District*

### AT-LARGE (BIG SIX DISTRICTS)\*

*Scott Stanton, Umatilla County Fire District #1*

### AT-LARGE (BIG SIX DISTRICTS)\*

*Adam Denlinger, Seal Rock Water District*

Board members are elected for two-year terms extending from July 1, 2024 through June 30, 2026.

*\*Big six districts are fire, irrigation, park and recreation, port, sanitary and water*



REGISTER NOW!  
<https://cvent.me/XRYXZr>



*Keynote Speaker: Betsy Allen-Manning*

## **PEOPLE SAVVY - IMPROVE COMMUNICATION, BUILD BETTER RELATIONSHIPS & DEAL WITH DIFFICULT PEOPLE**

Studies show that 85% of your success in life is due to your people skills, yet it's one of the most difficult skills to develop. In this highly interactive & hilarious presentation, Betsy takes you through an engaging experience of how different personalities prefer to communicate, connect, be influenced, make decisions & resolve conflict. As a human behavior expert, Betsy breaks down personality styles in a humorous and easy way to understand so you can work better with others and get the results you want.

### **ACTIONABLE TAKEAWAYS:**

- Get strategies for increasing your emotional intelligence & dealing with difficult people.
- Quickly identify someone's personality, preferences, and peeves, and leverage that knowledge to build stronger relationships, enhance service & reduce conflict with others.
- Discover strategies for common communication issues so you can adapt to get better results with people.
- Learn how each personality style is specifically motivated, and how they prefer to be influenced and make decisions.

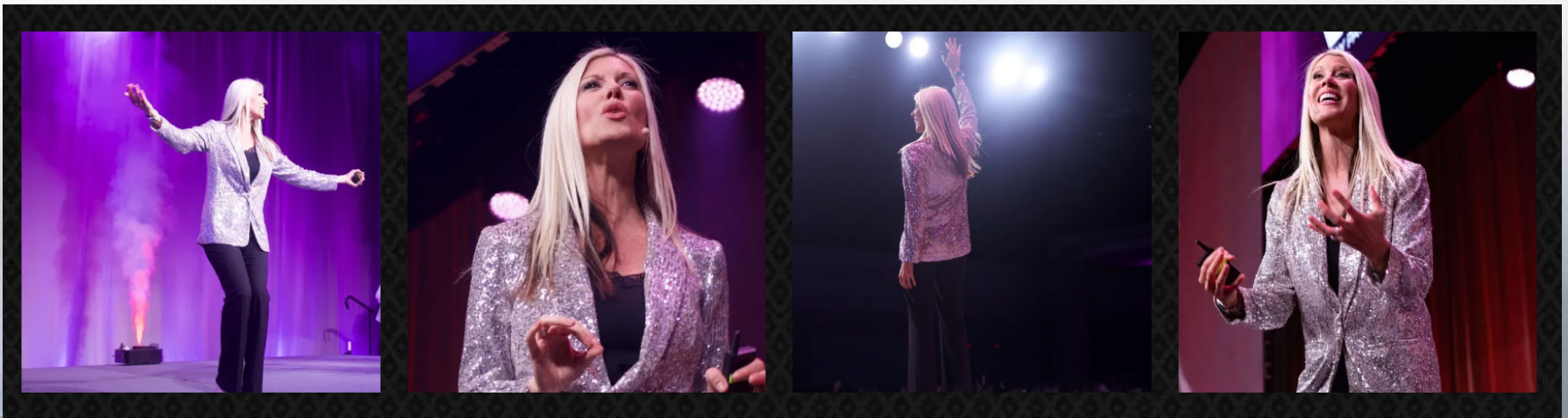
Featured on FOX, CBS, ABC, NBC & TEDx, Betsy Allen-Manning is a renowned leadership speaker & corporate culture expert for fast growing companies. As founder of Corporate Culture Training Solutions, known as one of the top leadership training companies in Dallas, Texas, her specialty is improving workplace culture, creating better employee experiences, & developing



'ready-now leaders' who are equipped to attract, engage, motivate & retain talent in a hyper-competitive marketplace. She's the author of 3 published books and is one of the top leadership motivational speakers in Dallas. Through her dedicated research, expertise in human behavior, experience working as a manager for 5-star hotels, and her involvement with the John Maxwell Team, she is honored to have trained over 15,000 leaders & teams for small businesses, franchises & associations, to multi-billion dollar corporations, such as Toshiba, Aflac, Fidelity & the US Department of Defense.

Betsy has worked quite a bit with government agencies and associations, including the following...

- The US Department of Defense & DAU
- NAVWAR & The Navy
- State Conference for Washington County Officials & Texas County Officials
- WINGA (Wisconsin National Guard Association)
- And many more!



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PRE-CONFERENCE - THURSDAY, FEBRUARY 8, 2024

TIME	SESSION TITLE	SPEAKER(S)
9a-3:30p	Board Duties, Responsibilities, and Liabilities	Eileen Eakins
930a-3p	Board Relations, Conflict Resolution and Acceptable Conduct	George Dunkel, SDAO
1p-4p	Filing Audit and Budget Reports	Matt Apken, Merina+Co
9a-12p	Grants - How to Find Them, How to Apply, Best Practices	Bob Irvine, PARC Resources
5p-6:30p	Welcoming Reception	

FRIDAY, FEBRUARY 9, 2024

TIME	SESSION TITLE	SPEAKER(S)
7a	5k Fun Run/Walk	
7:30a-830a	BREAKFAST	
8:30a-10a	Opening Session and Keynote Speaker	Betsy Allen-Manning
10:30a-12p	District Elections: The Basics and How to Be Successful	Lydia Plukchi, Oregon Elections Division
	Cybersecurity: How to Take Basic Steps and Use Resources	Cinnamon Albin, State of Oregon + Panel
	Succession Planning for Your Board and Staff	Bob Keefer, SDAO
	Communication - Telling Your District's Story	Mac Clemmens, Streamline
12p-1:30p	LUNCH	
1:30p-3p	Special District Restructuring and Consolidation	Jake Weigler, Praxis
	Fraud Prevention	Rob Moody
	Paid Leave Oregon	Laurie Grenya, HR Answers
	AI Trends and Special Districts	Mac Clemmens, Streamline
3:15p-5p	Caucus Meetings	
5p-6p	Exhibitor Reception	



SATURDAY, FEBRUARY 10, 2024

TIME	SESSION TITLE	SPEAKER(S)
7a	5k Fun Run/Walk	
7:30a-830a	BREAKFAST	
8:30a-10a	Managing a District with Few or No Employees	MaryKay Dahlgreen, SDAO
	SDAO/SAIF Service Group - Learn about New Requirements and Opportunities	Mike Jacobs, SDAO, Brittany Johnston, SAIF, and Stephanie Eakin, SAIF
	Performance Management/Having Difficult Conversations/Disciplinary Action	Spencer Rockwell, SDAO
	How to Make the Most of Your SDAO Membership	SDAO Team
10:30a-12p	Public Meetings, Records, and Retention Requirements	Mark Wolf and Emily Guimont, Local Government Law Group
	The Risk Management Process	Niki Fisher, Troy DeYoung, Brad Eastman, Greg Jackson, & Kevin Jones, SDAO
	Sexual Harassment in the Workplace	Teri Dragoo and McKenzie Nix, SDAO
	Running Successful Hybrid Meetings	Deborah Jeffries, HR Answers
12p-1p	LUNCH	
1p-2:15p	How to Keep You and Your Board Out of Trouble and Out of the Press	George Dunkel, SDAO
	From Idea to Action: Launching Your First Tabletop Exercise	Meghan Howk and Jason Jantzi, SDAO
	Discrimination Case Studies	Ron Downs, SDAO
	Mental Health Resources	TBD
2:30p-3:45p	Legislative General Session	Hasina Wittenberg, Mark Landauer, SDAO and Cole Arreola-Karr, NSDC
4p-5p	Annual Business Meeting	
6p-10p	Awards Banquet & Entertainment	Scott Anderson

SUNDAY, FEBRUARY 11, 2024

8a-9a	Breakfast & Raffle Drawing	
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<https://cvent.me/XRYXZr>

**S | D | A | O** Special Districts  
Association of Oregon



**2024 ANNUAL  
CONFERENCE**